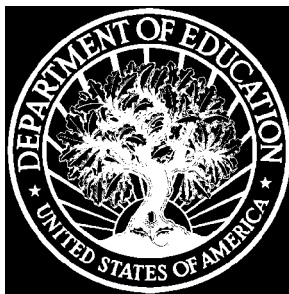


U.S. DEPARTMENT OF EDUCATION  
OFFICE OF SPECIAL EDUCATION  
AND REHABILITATIVE SERVICES  
WASHINGTON, D.C. 20202-2649

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## **NEW APPLICATIONS FOR GRANTS**

### **UNDER THE REHABILITATION SERVICES ADMINISTRATION CONTINUING EDUCATION TRAINING PROGRAM**

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***REHABILITATION CONTINUING EDUCATION PROGRAMS  
FOR PROVIDERS OF COMMUNITY REHABILITATION SERVICES***

***CFDA NUMBER: 84.264 B***

***FORM APPROVED  
OMB No. 1820-0018, EXP. DATE 3/99  
ED FORM 424, 04/88***

***DATED MATERIAL - OPEN IMMEDIATELY  
CLOSING DATE:  
APRIL 4, 1997***

## TABLE OF CONTENTS

SUBJECT	SECTION
Dear Applicant Letter	A
RSA Central Office Staff Contact	B
RSA Regional Office Training Representatives	C
Notice Inviting Applications for New Awards	D
Title III - Rehabilitation Act Training Provisions and Regulations	E
Selection Criteria for Applications	F
Application Transmittal Instructions	G
Application Forms	H
Part I Federal Assistance Face Sheet	
Part II Budget Information	
Part III Program Narrative Schedule of Trainee Expenses	
Part IV Assurances, Certifications, and Disclosures	
o Assurances	
o Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements;	
o Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction	
o Disclosure of Lobbying Activities	
Application Checklist	I
Common Questions and Answers	J
Notice Regarding Executive Order 12372 and Listing of State Single Points of Contact	K
Important Notice to Prospective Participants USDE Contract and Grant Programs	L

## Rehabilitation Services Administration

Dear Applicant:

The Secretary invites new applications for the Rehabilitation Continuing Education Training Program in the priority area of Rehabilitation Continuing Education Programs For Providers of Community Rehabilitation Services. The priority was published in the Federal Register. (Copy attached to this letter). The purpose of the Rehabilitation Continuing Education Training program is to support training centers that serve a Federal region and provide for a broad integrated sequence of training activities that focus on meeting recurrent and common training needs of employed rehabilitation personnel throughout the region.

### Department of Education Reinventing Government Initiative

In fiscal year 1995, the Department implemented changes in the way continuation grant awards are made. As part of the Administration's Reinventing Government Initiative, the National Performance review urged the Department to eliminate the continuation application process and replace it with "yearly program progress reports focusing on program outcomes and problems related to program implementation and service delivery."

The Department is implementing this recommendation. This will require all applicants for multi-year projects to provide detailed budget information for the total grant period requested. The Department will negotiate at the time of initial award the funding levels for each year of the grant award.

By requesting detailed budget information in the initial application for the total project period, the need for formal non-competing continuation applications in the remaining years will be eliminated. A performance report that will be required annually will be used in place of the continuation application to determine progress.

### Application Procedures

This application kit contains information and the required forms of potential applicants to apply and compete for FY 1997 grant awards under this competition. Potential applicants are advised to read the materials carefully, particularly the information on the types of organizations that are eligible to apply for these grants, how to prepare an application, and the selection criteria used by the reviewers to evaluate each application. Further, the applicable Federal regulations enclosed contain important information and guidance that must be followed in developing your proposal.

The Rehabilitation Act Amendments of 1992 require that each applicant for a new or continuation project demonstrate in its application how it will address the needs of individuals from minority backgrounds who have disabilities (section 21 of the Act). Before your application can be reviewed, it must include this description. Applications for which this information is not received will not be reviewed.

#### Education Department General Administration Regulations (EDGAR)

Regulations governing the Rehabilitation Continuing Education Program are published at 34 CFR Parts 385 and 389. The cooperative agreements are subject to the requirements of the Education Department General Administrative Regulations (EDGAR) at 74, 75, 77, 79, 80, 81, 82, 85, and 86. These regulations set forth all general rules affecting application submittal, review, grant awarding and post award administration for Department of Education grant programs. The RCEP is subject to the requirements for Intergovernmental Review of Department of Education Programs and Activities in 34 CFR Part 79 EDGAR. If a state has established a process for intergovernmental review, then all applicants must use the process. Applicants should review the material in the application kit for information on the intergovernmental review process.

#### Budget and Project Period

**It is estimated that up to \$500,000 (PER YEAR) will be available for one new project in each of Regions II, IV, and X (\$1,500,000 total for all three projects). The Secretary will reject and will not consider an application that proposes a budget exceeding this maximum amount.** RSA generally makes awards at level or decreased funding across the grant period. However, applications with unique efforts requiring special funding patterns will be considered. For example, a developmental effort may begin with significant curriculum development requiring a higher funding level in year one than future years. Other Projects requiring unique funding patterns should clearly justify such needs in their application.

**Cost sharing is required of grantees under the Rehabilitation Continuing Education Program. The percentage of cost sharing will be four percent of the project cost; however, grantees may cost-share beyond the mandatory four percent if they wish to do so. Please also note that there is an eight percent cap on indirect costs.**

#### Application Transmittal Instructions

Applicants are required to submit new applications to the Application Control Center (ACC), United State Department of Education, in Washington, D.C.

The original and two copies of the application should be mailed in accordance with the transmittal instructions contained with the application kit (See Section G of this application kit). However, it will expedite the review process if three additional copies (**for a total of one original and five copies**) are submitted to the Application Control Center in Washington,

D.C., and a copy is submitted to the respective Rehabilitation Regional Services Administration (RSA) Regional Office.

The RCEP for Community Rehabilitation Programs is administrated out of the RSA Central Office in Washington, D.C. by Ms. Beverly Steburg, RCEP Program Officer. If you have any questions regarding this application kit, please contact Ms. Steburg at (404) 562-6336 on the RSA staff or your RSA Regional Training Specialist (see list on page C-1). Individuals who use a telecommunications device for deaf individuals (TDD) may call the Federal Information Relay System (FIRS) at 1-800-877-8339 between 8:00 a.m. and 8:00 p.m., Eastern time, Monday through Friday, or in the Washington, D.C. area, at (202) 708-9300.

Thank you for your interest in this program.

Sincerely,

Thomas E. Finch, Ph.D.  
Acting Associate Commissioner  
Office of Developmental Programs

Rehabilitation Continuing Education Programs for Providers of  
Community Rehabilitation Services

RSA Central Office Contact

Beverly Steburg, Project Administrator  
Department of Education  
Region IV  
P.O. Box 1691  
Atlanta, GA 30301  
Telephone (404) 562-6336

## Section C

### RSA Regional Office Training Representatives

#### **Region I**

(Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont)

##### **Mr. Richard Lawrence**

Regional Representative for Training  
U.S. Dept. of Education, OSERS  
Rehabilitation Services Admin.  
J.W. McCormack POCH, Room 232  
Boston, MA 02109  
Telephone: (617)223-4095  
Fax: (617)223-4573  
e-mail: Ricahrd\_Lawrence@ed.gov

#### **Region II**

(New Jersey, New York, Puerto Rico, Virgin Islands)

##### **Ms. Janice Plumer**

Grants Management Specialist  
U.S. Dept. of Education  
Rehabilitation Services Admin.  
75 Park Place, Room 1208  
New York, NY 10007  
Telephone: (212)637-6446  
Fax: (212)264-3029  
e-mail: Janice\_Plumer@ed.gov

#### **Region III**

(Delaware, Maryland, Pennsylvania, Virginia, West Virginia, DC)

##### **Dr. Ralph Pacinelli**

Regional Commissioner  
U.S. Dept. of Education  
Rehabilitation Services Admin.  
3535 Market Street, Room 16120  
Philadelphia, PA 19104  
Telephone: (215)596-0317  
Fax: (215)596-0417  
e-mail: Ralph\_Pacinelli@ed.gov

#### **Region IV**

(Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)

##### **Ms. Sue Rankin-White**

Regional Representative for Training  
U.S. Dept. of Education  
Rehabilitation Services Admin.  
100 Alabama Street, S.W.  
Atlanta, GA 30303-3104  
Telephone: (404) 562-6334  
Fax: (404)562-6346  
e-mail: Sue\_Rankin-White@ed.gov

#### **Region V**

(Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)

##### **Mr. Allan Ellis**

Vocational Rehabilitation Specialist  
U.S. Dept. of Education  
Rehabilitation Services Admin.  
111 North Canal Street, Suite 1048  
Chicago, IL 60606  
Telephone: (312)886-8624  
Fax: (312)353-8623  
e-mail: Allan\_Ellis@ed.gov

#### **Region VI**

(Arkansas, Louisiana, New Mexico, Oklahoma, Texas)

##### **Mr. Stephen A. Lane**

Training Specialist  
U.S. Dept. of Education  
Rehabilitation Services Admin.  
1200 Main Tower Bldg., Suite 2220  
1200 Main Street  
Dallas, TX 75202  
Telephone: (214)767-2961  
Fax: (214)767-8127  
e-mail: Steve\_Lane@ed.gov

**Region VII**

(Iowa, Kansas, Missouri, Nebraska)

**Ms. Mari Kierstein**

Grants Management Specialist

U.S. Dept. of Education

Rehabilitation Services Admin.

10220 North Executive Hills Blvd.

Kansas City, MO 64153

Telephone: (816)880-4103

Fax: (816)891-0807

e-mail: Mari\_Kierstein@ed.gov

**Region VIII**

(Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)

**Mr. Stephen A. Lane**

Training Specialist

U.S. Dept. of Education

Rehabilitation Services Admin.

1200 Main Tower Bldg., Suite 2220

1200 Main Street

Dallas, TX 75202

Telephone: (214)767-2961

Fax: (214)767-8127

e-mail: Steve\_Lane@ed.gov

**Region IX**

(American Samoa, Arizona, California, Commonwealth of the Northern Mariana Islands, Guam, Hawaii, Nevada, Republic of Palau)

**Dr. Gayle E. Palumbo**

Grants Management Specialist

U.S. Dept. of Education

Rehabilitation Services Admin.

50 United Nations Plaza, Room 215

San Francisco, CA 94102

Telephone: (415)437-7846

Fax: (415)437-7848

e-mail: Gayle\_Palumbo@ed.gov

**Region X**

(Alaska, Idaho, Oregon, Washington)

**Ms. Christine Smith**

Grants Management Specialist

U.S. Dept. of Education

Rehabilitation Services Admin.

915 Second Avenue, Room 2848

Seattle, WA 98174-1099

Telephone: (206)220-7840

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Section D  
NOTICE INVITING APPLICATIONS FOR NEW AWARDS

4000-01-P

DEPARTMENT OF EDUCATION

(CFDA No.: 84.264B)

REHABILITATION CONTINUING EDUCATION PROGRAMS

Notice inviting applications for new awards for fiscal year  
(FY) 1997.

PURPOSE OF PROGRAM: To support cooperative agreements for training centers that serve either a Federal region or another geographic area and provide a broad, integrated sequence of training activities throughout a multi-State geographical area.

ELIGIBLE APPLICANTS: States and public or nonprofit agencies and organizations, including Indian tribes and institutions of higher education.

Note: Applications are invited for the provision of training for Department of Education Regions II, IV, and X only.

DEADLINE FOR TRANSMITTAL OF APPLICATIONS: April 4, 1997

DEADLINE FOR INTERGOVERNMENTAL REVIEW: June 4, 1997

APPLICATIONS AVAILABLE: February 5, 1997

AVAILABLE FUNDS: \$1,500,000

ESTIMATED RANGE OF AWARDS: \$475,000-\$500,000

ESTIMATED AVERAGE SIZE OF AWARD: \$500,000

ESTIMATED NUMBER OF AWARDS: 3

NOTE: The Department is not bound by any estimates in this notice.

MAXIMUM AWARD: In no case does the Secretary make an initial award greater than \$500,000 for a single budget period of 12 months. The Secretary rejects and does not consider an application that proposes a budget exceeding this maximum amount.

PROJECT PERIOD: Up to 60 months.

APPLICABLE REGULATIONS: (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR Parts 74, 75, 77, 79, 80, 81, 82, and 86; and (b) The regulations for this program in 34 CFR Parts 385 and 389.

NOTE: The regulations in 34 CFR Part 79 apply to all applicants except federally recognized Indian tribes.

NOTE: The regulations in 34 CFR Part 86 apply to institutions of higher education only.

FOR APPLICATIONS: To request an application package, please write to U.S. Department of Education, 600 Independence Avenue, S.W., Room 3038 Switzer Building, Washington, D.C. 20202-2649, Attention Joyce R. Jones; or call (202) 205-8351.

FOR INFORMATION CONTACT: Beverly Steburg, U.S. Department of Education, Region IV, P.O. Box 1691, Atlanta, Georgia 30301. Telephone: (404) 562-6336. Individuals who use a telecommunications device for the deaf (TDD) may call the Federal Information Relay Service (FIRS) at 1-800-877-8339 between 8 a.m. and 8 p.m., Eastern time, Monday through Friday.

Information about the Department's funding opportunities, including copies of application notices for discretionary grant competitions, can be viewed on the Department's electronic bulletin board (ED Board), telephone (202) 260-9950; on the Internet Gopher Server (at <gopher://gcs.ed.gov>); or on the World Wide Web (at <http://gcs.ed.gov>). However, the official application notice for a discretionary grant competition is the notice published in the FEDERAL REGISTER.

PROGRAM AUTHORITY: 29 U.S.C. 774.

Dated: February 3, 1997

- S -

Judith E. Heumann,  
Assistant Secretary for  
Special Education and  
Rehabilitative Services.

Section E  
TITLE III - REHABILITATION ACT TRAINING PROVISIONS AND REGULATIONS

TITLE III - REHABILITATION ACT TRAINING PROVISIONS

Part A - Training Programs and Community Rehabilitation Programs

Declaration of Purpose

Sec. 301. The purpose of this title is to -

(1) authorize grants and contracts to -

(A) ensure that skilled personnel are available to provide rehabilitation services to individuals with disabilities through vocational, medical, social, and psychological rehabilitation programs, through supported employment programs, through independent living services programs, and through client assistance programs;

(B) maintain and upgrade basic skills and knowledge of personnel employed to provide state-of-the-art service delivery systems and rehabilitation technology services; and

(C) provide training and information to individuals with disabilities, the parents, families, guardians, advocates, and authorized representatives of the individuals, and other appropriate parties to develop the skills necessary for individuals with disabilities to access the rehabilitation system and to become active decisionmakers in the rehabilitation process;

(2) authorize grants for special projects and demonstrations which hold promise of expanding or otherwise improving rehabilitation services to individuals with disabilities, including individuals with spinal cord injuries, older individuals who are blind, and individuals who are deaf whose maximum vocational potential has not been reached, which experiment with new types of patterns of services or devices for the rehabilitation of individuals with disabilities (including opportunities for new careers for individuals with disabilities, and for other individuals in programs serving individuals with disabilities) and which provide vocational rehabilitation services to migratory agricultural workers who are individuals with disabilities or seasonal farmworkers who are individuals with disabilities;

(3) authorize grants and contracts to assist in the provision of vocational rehabilitation services to individuals with disabilities;

(4) authorize grants and contracts to assist in the development and improvement of community rehabilitation programs; and

(5) establish uniform grant and contract requirements for programs assisted under this title and certain other provisions of this Act.

**Training**

Sec. 302. (a)(1) The Commissioner may make grants to and contracts with States and public or nonprofit agencies and organizations, including institutions of higher education, to pay part of the costs of projects for training, traineeships, and related activities, including the provision of technical assistance, designed to assist in increasing the numbers of qualified personnel trained in providing vocational, medical, social, and psychological rehabilitation services, and other services provided under this Act, to individuals with disabilities, including (A) personnel specifically trained in providing employment assistance to individuals with disabilities through job development and job placement services, (B) personnel specifically trained to identify, assess, and meet the individual rehabilitation needs of individuals with severe disabilities, including needs for rehabilitation technology services, (C) personnel specifically trained to deliver services to individuals who may benefit from receiving independent living services, personnel specifically trained to deliver services in the client assistance programs, (D) personnel specifically trained to deliver services, through supported employment programs, to

individuals with the most severe disabilities, and (E) personnel trained in performing other functions necessary to the development of such services.

(2) Grants and contracts under paragraph (1) may be expended for scholarships, with necessary stipends and allowances.

(3) In carrying out this subsection, the Commissioner shall furnish training regarding the services provided under this Act, and, in particular, services provided in accordance with amendments made by the Rehabilitation Act Amendments of 1992, to rehabilitation counselors and other rehabilitation personnel. In carrying out this subsection, the Commissioner shall also furnish training to such counselors and personnel regarding the applicability of section 504 of this Act, title I of the Americans with Disabilities Act of 1990, and the provisions of titles II and XVI of the Social Security Act that are related to work incentives for individuals with disabilities.

(4) The Commissioner, in carrying out this subsection, shall make grants to Historically Black Colleges and Universities and other institutions of higher education whose minority student enrollment is at least 50 percent.

(5) No grant shall be awarded under this section unless the applicant has submitted an application to the Commissioner in such form, and in accordance with such procedures, as the Commissioner may require. Any such application shall include a detailed description of strategies that will be utilized to recruit and train persons so as to reflect the diverse populations of the United States, as part of the effort to increase the number of individuals with disabilities, and individuals who are members of minority groups, who are available to provide rehabilitation services.

(b)(1)(A) In making such grants or contracts, the Commissioner shall target funds made available for any year to areas of personnel shortage.

(B) Projects described in subsection (a) may include -

(i) projects to train personnel in the areas of vocational rehabilitation counseling, rehabilitation technology, rehabilitation medicine, rehabilitation nursing, rehabilitation social work, rehabilitation psychiatry, rehabilitation psychology, rehabilitation dentistry, physical therapy, occupational therapy, speech pathology and audiology, physical education, therapeutic recreation, community rehabilitation programs, or prosthetics and orthotics;

(ii) projects to train personnel to provide -

(I) services to individuals with specific disabilities or specific impediments to rehabilitation, including individuals who are members of populations that are unserved or underserved by programs under this Act;

(II) job development and job placement services to individuals with disabilities;

(III) supported employment services, including services of employment specialists for individuals with disabilities;

(IV) specialized services for individuals with severe disabilities; or

(V) recreation for individuals with disabilities;

(iii) projects to train personnel in other fields contributing to the rehabilitation of individuals with disabilities; and

(iv) projects to train personnel in the use, applications, and benefits of assistive technology devices and assistive technology services (as defined in paragraphs (2) and (3) of section 3 of the Technology-Related Assistance for Individuals With Disabilities Act of 1988 (U.S.C. 2202(2) and (3))).

(2)(A) Except as provided in subparagraph (B), no grant under this section may be used to provide any one course of study to an individual for a period of more than 4 years.

(B) If the grant recipient determines that an individual has a disability which seriously affects the completion of training under this section, the grant recipient may modify the limitation under subparagraph (A).

(3)(A) A recipient of a grant or contract under this section shall provide assurances that each individual who receives a scholarship, for any academic year beginning after June 1, 1992, utilizing funds provided under such grant or contract shall enter into an agreement with the recipient under which the individual shall (i) maintain employment -

(I) in a nonprofit rehabilitation agency or related agency or in a State rehabilitation agency or related agency, including a professional corporation or professional practice group through which the individual has a service arrangement with the designated State agency;

(II) on a full- or part-time basis; and

(III) for a period of not less than the full-time equivalent of 2 years for each year for which assistance under this section was received, within a period, beginning after the recipient completes the training for which the

scholarship was awarded, of not more than the sum of the number of years in the period described in subclause (III) and 2 additional years; and

(ii) repay all or part of any scholarship received, plus interest, if the individual does not fulfill the requirements of clause (i), except as the Commissioner by regulation may provide for repayment exceptions and deferrals.

(B) The Commissioner shall be responsible for the enforcement of each agreement entered into under subparagraph (A) upon completion of training under such subparagraph.

(c) The Commissioner shall evaluate the impact of the training programs conducted under this section, shall determine training needs for qualified personnel necessary to provide services to individuals with disabilities, and shall develop a long-term rehabilitation manpower plan designed to target resources on areas of personnel shortage. The Commissioner shall prepare and submit to the Congress by September 30 of each fiscal year a report setting forth and justifying in detail how the training funds for the fiscal year prior to such submission are allocated by professional discipline and other program areas. The report shall also contain findings on personnel shortages, how funds proposed for the succeeding fiscal year will be allocated under the President's budget proposal, and how the findings of personnel shortages justify the allocations.

(d) In carrying out subsection (a), the Commissioner shall award two grants to States, public or nonprofit private agencies and organizations, and institutions of higher education to support the development of rehabilitation technician programs. Such programs shall be designed to train local residents, who are recruited from a community historically unserved or underserved by programs providing vocational rehabilitation services under this Act, to be liaisons between the community and vocational rehabilitation counselors. Entities receiving grants to carry out projects under this subsection shall coordinate the activities carried out through the projects with the activities of State vocational rehabilitation agencies to promote the employment of the individuals trained to be rehabilitation technicians. The rehabilitation technician program shall provide a mechanism through which individuals with disabilities residing in remote, isolated settings can successfully access vocational rehabilitation services.

(e)(1) In carrying out subsection (a), the Commissioner shall award two grants to States, public or nonprofit private agencies and organizations, and institutions of higher education to support the formation of consortia or partnerships of public or nonprofit private entities for the purpose of providing opportunities for career advancement or competency-based training to current employees of public or nonprofit private agencies that provide services to individuals with disabilities. Such opportunities shall include certificate or degree granting programs in vocational rehabilitation services and related services.

(2) An entity that receives a grant under paragraph (1) may use the grant for purposes including -

(A) establishing a program with an institution of higher education to develop creative new programs and coursework options, or to expand existing programs, concerning the fields of vocational rehabilitation services and related services, including -

(i) providing release time for faculty and staff for curriculum development;

(ii) paying for instructional costs and start-up and other program development costs;

(I) have demonstrated a commitment to working in the fields described in clause (i); and

(ii) are enrolled in a program relating to such a field at an institution of higher education;

(C) supporting a wide range of programmatic and research activities aimed at increasing opportunities for career advancement and competency-based training in such fields; and

(D) identifying existing public or private agency and labor union personnel policies and benefit programs that may facilitate the ability of employees to take advantage of higher education opportunities, such as leave time and tuition reimbursement.

(3) In making grants for projects under paragraph (1), the Commissioner shall ensure that the projects shall be geographically distributed throughout the United States in urban and rural areas.

(4) The Commissioner shall, for the purpose of providing technical assistance to States or entities receiving grants under paragraph (1), enter into a cooperative agreement through a separate competition with an entity that has successfully demonstrated the capacity and expertise in the education, training, and retention of employees to serve individuals with disabilities through the use of consortia or partnerships established for the purpose of retraining the existing work force and providing opportunities for career enhancement.

(5) The Commissioner may conduct an evaluation of projects funded under this subsection.

(6) During the period in which an entity is receiving financial assistance under paragraph (1), the entity may not receive financial assistance under paragraph (4).

(f)(1) For the purpose of training a sufficient number of interpreters to meet the communications needs of individuals who are deaf and individuals who are deaf-blind, the Secretary, through the Office of Deafness and Communicative Disorders may award grants to any public or private nonprofit agency or organization to establish interpreter training programs or to provide financial assistance for ongoing interpreter training programs. The Secretary shall award grants for programs in such geographic areas throughout the United States as the Secretary considers appropriate to best carry out the purpose of this section. Priority shall be given to public or private nonprofit agencies or organizations with existing programs that have demonstrated their capacity for providing interpreter training services.

(2) No grant shall be awarded under paragraph (1) unless the applicant has submitted an application to the Secretary in such form, and in accordance with such procedures, as the Secretary may require. Any such application shall -

(A) describe the manner in which an interpreter training program would be developed and operated during the five-year period following the award of any grant under this section;

(B) demonstrate the applicant's capacity or potential for providing training for interpreters for individuals who are deaf and individuals who are deaf-blind;

(C) provide assurances that any interpreter trained or retrained under such program shall meet such minimum standards of competency as the Secretary may establish for purposes of this section; and

(D) contain such other information as the Secretary may require.

(g)(1) The Commissioner is authorized to provide technical assistance to State rehabilitation agencies and community rehabilitation programs, directly or through contracts with State vocational rehabilitation agencies or non-profit organizations.

(2) An expert or consultant appointed or serving under contract pursuant to this section shall be compensated at a rate subject to approval of the Commissioner which shall not exceed the daily equivalent of the rate of pay for level 4 of the Senior Executive Service Schedule under section 5382 of title 5, United States Code. Such an expert or consultant may be allowed travel and transportation expenses in accordance with section 5703 of Title 5, the United States Code.

(3)(A) Subject to subparagraph (B), at least 15 percent of the sums appropriated to carry out this section shall be allocated to designated State agencies to be used, directly or indirectly, for projects for in-service training of rehabilitation personnel, including projects designed (i) to address recruitment and retention of qualified rehabilitation professionals; (ii) to provide for succession planning; (iii) to provide for leadership development and capacity building; and (iv) for fiscal years 1993 and 1994, to provide training on the amendments to this Act made by the Rehabilitation Act Amendments of 1992.

(B) If the allocation to designated State agencies required by subparagraph (A) would result in a lower level of funding for projects being carried out on the date of enactment of the Rehabilitation Act Amendments of 1992 by other recipients of funds under this section, the Commissioner may allocate less than 15 percent of the sums described in subparagraph (A) to designated State agencies for such in-service training.

(h) There are authorized to be appropriated to carry out this section such sums as may be necessary for each of the fiscal years 1993 through 1997.

(i)(1) Consistent with paragraph (2), and consistent with the general authority set forth in this section to fund training activities, nothing in this Act shall be construed to prohibit the Commissioner from exercising authority under this title, or making available funds appropriated to carry out this title, to fund the training activities described in section 803.

(2) If the amount of funds appropriated for a fiscal year to carry out this section exceeds the amount of funds appropriated for the preceding fiscal year to carry out this section, adjusted by the percent by which the average of the estimated gross domestic product fixed-weight price index for that fiscal year differs from that estimated index for the preceding fiscal year, the amount of the excess shall be treated as if the excess were appropriated under title VIII.

## REGULATIONS

### PART 385--REHABILITATION TRAINING

#### Subpart A--General

Sec.

385.1 What is the Rehabilitation Training program?

385.2 Who is eligible for assistance under these programs?

385.3 What regulations apply to these programs?

385.4 What definitions apply to these programs?

#### Subpart B--[Reserved]

#### Subpart C--How Does One Apply For a Grant?

385.20 What are the application procedures for these programs?

#### Subpart D--How Does the Secretary Make a Grant?

385.30 [Reserved]

385.31 How does the Secretary evaluate an application?

385.32 What general selection criteria does the Secretary use in reviewing an application?

385.33 What other factors does the Secretary consider in reviewing an application?

#### Subpart E--What Conditions Must Be Met by a Grantee?

385.40 What are the requirements pertaining to the membership of a project advisory committee?

385.41 What are the requirements affecting the collection of data from designated State agencies?

385.42 What are the requirements affecting the dissemination of training materials?

385.43 What requirements apply to the training of rehabilitation counselors and other rehabilitation personnel?

385.44 What requirement applies to the training of individuals with disabilities?

385.45 What additional application requirements apply to the training of individuals for rehabilitation careers?

385.46 What limitations apply to the rate of pay for experts or consultants appointed or serving under contract under the Rehabilitation Training program?

Authority: 29 U.S.C. 711(c), 772, and 774, unless otherwise noted.

Source: 45 FR 86379, Dec. 30, 1980, unless otherwise noted.

#### Subpart A--General

Sec. 385.1 What is the Rehabilitation Training program?

(a) The Rehabilitation Training program is designed to--

(1) Ensure that skilled personnel are available to provide rehabilitation services to individuals with disabilities through vocational, medical, social, and psychological rehabilitation programs, through supported employment programs, through independent living services programs, and through client assistance programs;

(2) Maintain and upgrade basic skills and knowledge of personnel employed to provide state-of-the-art service delivery systems and rehabilitation technology services; and

(3) Provide training and information to individuals with disabilities, the parents, families, guardians, advocates, and authorized representatives of the individuals, and other appropriate parties to develop the skills necessary for



individuals with disabilities to access the rehabilitation system and to become active decisionmakers in the rehabilitation process.

(b) The Secretary awards grants and contracts to pay part of the costs of projects for training, traineeships, and related activities, including the provision of technical assistance, to assist in increasing the numbers of qualified personnel trained in providing rehabilitation services and other services provided under the Act, to individuals with disabilities. Financial assistance is provided through six categories of training programs:

- (1) Rehabilitation Long-Term Training (34 CFR Part 386).
  - (2) Experimental and Innovative Training (34 CFR Part 387).
  - (3) State Vocational Rehabilitation Unit In-Service Training (34 CFR Part 388).
  - (4) Rehabilitation Continuing Education Programs (34 CFR Part 389).
  - (5) Rehabilitation Short-Term Training (34 CFR Part 390).
  - (6) Training of Interpreters for Individuals Who Are Deaf and Individuals Who Are Deaf-Blind (34 CFR Part 396).
- (Authority: Secs. 301 and 302 of the Act; 29 U.S.C. 770 and 774)  
[59 FR 8344, Feb. 18, 1994]

#### Sec. 385.2 Who is eligible for assistance under these programs?

States and public or nonprofit agencies and organizations, including Indian tribes and institutions of higher education, are eligible for assistance under the Rehabilitation Training program.

(Authority: Secs. 7(19) and 302 of the Act; 29 U.S.C. 706(19) and 774)  
[59 FR 8345, Feb. 18, 1994]

#### Sec. 385.3 What regulations apply to these programs?

The following regulations apply to the Rehabilitation Training program:

- (a) The Education Department General Administrative Regulations (EDGAR) as follows:
- (1) 34 CFR Part 74 (Administration of Grants to Institutions of Higher Education, Hospitals, and Nonprofit Organizations).
  - (2) 34 CFR Part 75 (Direct Grant Programs).
  - (3) 34 CFR Part 77 (Definitions That Apply to Department Regulations).
  - (4) 34 CFR Part 79 (Intergovernmental Review of Department of Education Programs and Activities).
  - (5) 34 CFR Part 80 (Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments).
  - (6) 34 CFR Part 81 (General Education Provisions Act - Enforcement).
  - (7) 34 CFR Part 82 (New Restrictions on Lobbying).
  - (8) 34 CFR Part 85 (Governmentwide Debarment and Suspension (Nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants)).
  - (9) 34 CFR Part 86 (Drug-Free Schools and Campuses).
- (b) The regulations in this Part 385.
- (c) The regulations in 34 CFR Parts 386, 387, 388, 389, 390, and 396, as appropriate.
- (Authority: Secs. 12(c) and 302 of the Act; 29 U.S.C. 711(c) and 774)  
[59 FR 8345, Feb. 18, 1994]

#### Sec. 385.4 What definitions apply to these programs?

(a) The following definitions in 34 CFR Part 77 apply to the programs under the Rehabilitation Training Program--

"Applicant"  
"Application"  
"Award"  
"Budget Period"  
"Department"  
"EDGAR"

"Nonprofit"

"Private"

"Project"

"Project Period"

"Public"

"Secretary"

(Authority: Sec. 12(c) of the Act; 29 U.S.C. 711(c))

(b) The following definitions also apply to programs under the Rehabilitation Training program:

Act means the Rehabilitation Act of 1973 (29 U.S.C. 701 et seq.), as amended.

Assistive technology device means any item, piece of equipment, or product system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve functional capabilities of individuals with disabilities.

Assistive technology service means any service that directly assists an individual with a disability in the selection, acquisition, or use of an assistive technology device. The term includes--

(1) The evaluation of the needs of an individual with a disability, including a functional evaluation of the individual in the individual's customary environment;

(2) Purchasing, leasing, or otherwise providing for the acquisition of assistive technology devices by individuals with disabilities;

(3) Selecting, designing, fitting, customizing, adapting, applying, maintaining, repairing, or replacing of assistive technology devices;

(4) Coordinating and using other therapies, interventions, or services with assistive technology devices, such as those associated with existing education and rehabilitation plans and programs;

(5) Training or technical assistance for an individual with disabilities, or, if appropriate, the family of an individual with disabilities; and

(6) Training or technical assistance for professionals (including individuals providing education and rehabilitation services), employers, or other individuals who provide services to, employ, or are otherwise substantially involved in the major life functions of individuals with disabilities.

Community rehabilitation program means a program that provides directly or facilitates the provision of vocational rehabilitation services to individuals with disabilities, and that provides, singly or in combination, for an individual with a disability to enable the individual to maximize opportunities for employment, including career advancement--

(1) Medical, psychiatric, psychological, social, and vocational services that are provided under one management;

(2) Testing, fitting, or training in the use of prosthetic and orthotic devices;

(3) Recreational therapy;

(4) Physical and occupational therapy;

(5) Speech, language, and hearing therapy;

(6) Psychiatric, psychological, and social services, including positive behavior management;

(7) Assessment for determining eligibility and vocational rehabilitation needs;

(8) Rehabilitation technology;

(9) Job development, placement, and retention services;

(10) Evaluation or control of specific disabilities;

(11) Orientation and mobility services for individuals who are blind;

(12) Extended employment;

(13) Psychosocial rehabilitation services;

(14) Supported employment services and extended services;

(15) Services to family members when necessary to the vocational rehabilitation of the individual;

(16) Personal assistance services; or

(17) Services similar to the services described in paragraphs (1) through (16) of this definition.

Designated State agency means an agency designated under section 101(a)(1)(A) of the Act.

Designated State unit means (1) Any State agency unit required under section 101(a)(2)(A) of the Act, or (2) In cases in which no State agency unit is required, the State agency described in section 101(a)(2)(B)(i) of the Act.

Independent living core services means--

- (1) Information and referral services;
- (2) Independent living skills training;
- (3) Peer counseling, including cross-disability peer counseling; and
- (4) Individual and systems advocacy.

Independent living services includes--

- (1) Independent living core services; and
- (2)(i) Counseling services, including psychological, psychotherapeutic, and related services;
- (ii) Services related to securing housing or shelter, including services related to community group living, and supportive of the purposes of this Act and of the titles of this Act, and adaptive housing services (including appropriate accommodations to and modifications of any space used to serve, or occupied by, individuals with disabilities);
- (iii) Rehabilitation technology;
- (iv) Mobility training;
- (v) Services and training for individuals with cognitive and sensory disabilities, including life skills training, and interpreter and reader services;
- (vi) Personal assistance services, including attendant care and the training of personnel providing these services;
- (vii) Surveys, directories, and other activities to identify appropriate housing, recreation opportunities, and accessible transportation, and other support services;
- (viii) Consumer information programs on rehabilitation and independent living services available under this Act, especially for minorities and other individuals with disabilities who have traditionally been unserved or underserved by programs under this Act;
- (ix) Education and training necessary for living in the community and participating in community activities;
- (x) Supported living;
- (xi) Transportation, including referral and assistance for transportation;
- (xii) Physical rehabilitation;
- (xiii) Therapeutic treatment;
- (xiv) Provision of needed prostheses and other appliances and devices;
- (xv) Individual and group social and recreational services;
- (xvi) Training to develop skills specifically designed for youths who are individuals with disabilities to promote self-awareness and esteem, develop advocacy and self-empowerment skills, and explore career options;
- (xvii) Services for children;
- (xviii) Services under other Federal, State, or local programs designed to provide resources, training, counseling, or other assistance of substantial benefit in enhancing the independence, productivity, and quality of life of individuals with disabilities;
- (xvix) Appropriate preventive services to decrease the need of individuals assisted under this Act for similar services in the future;
- (xx) Community awareness programs to enhance the understanding and integration of individuals with disabilities; and
- (xxi) Such other services as may be necessary and not inconsistent with the provisions of this Act.

Individual with a disability means any individual who--

- (1) Has a physical or mental impairment, which for that individual constitutes or results in a substantial impediment to employment; and
- (2) Can benefit in terms of an employment outcome from vocational rehabilitation services provided pursuant to titles I, II, III, VI, or VIII of the Act.

Individual with a severe disability means an individual with a disability--

- (1) Who has a severe physical or mental impairment that seriously limits one or more functional capacities (such as mobility, communication, self-care, self-direction, interpersonal skills, work tolerance, or work skills) in terms of an employment outcome;
- (2) Whose vocational rehabilitation can be expected to require multiple vocational rehabilitation services over an extended period of time; and
- (3) Who has one or more physical or mental disabilities resulting from amputation, arthritis, autism, blindness, burn injury, cancer, cerebral palsy, cystic fibrosis, deafness, head injury, heart disease, hemiplegia, hemophilia, respiratory or pulmonary dysfunction, mental retardation, mental illness, multiple sclerosis, muscular dystrophy, musculo-skeletal disorders, neurological disorders (including stroke and epilepsy), paraplegia, quadriplegia and other spinal cord conditions, sickle-cell anemia, specific learning disabilities, end-stage renal disease, or another disability or combination of disabilities determined on the basis of an assessment for determining eligibility and vocational rehabilitation needs to cause comparable substantial functional limitation.

Institution of higher education has the meaning given the term in section 1201(a) of the Higher Education Act of 1965 (20 U.S.C. 1141(a)).

Personal assistance services means a range of services provided by one or more persons designed to assist an individual with a disability to perform daily living activities on or off the job that the individual would typically perform if the individual did not have a disability. The services shall be designed to increase the individual's control in life and ability to perform everyday activities on or off the job.

Qualified personnel: (1) For designated State agencies or designated State units, means personnel who have met standards that are consistent with existing national or State approved or recognized certification, licensing, registration, or other comparable requirements that apply to the area in which such personnel are providing vocational rehabilitation services.

(2) For other than designated State agencies or designated State units, means personnel who have met existing State certification or licensure requirements, or in the absence of State requirements, have met professionally accepted requirements established by national certification boards.

Rehabilitation technology means the systematic application of technologies, engineering methodologies, or scientific principles to meet the needs of and address the barriers confronted by individuals with disabilities in areas that include education, rehabilitation, employment, transportation, independent living, and recreation. The term includes rehabilitation engineering, assistive technology devices, and assistive technology services.

State includes, in addition to each of the several States of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the United States Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands and the Republic of Palau (until the Compact of Free Association with Palau takes effect).

Stipend means financial assistance on behalf of individuals in support of their training, as opposed to salary payment for services provided within the project.

Supported employment means--

- (1) Competitive work in integrated work settings for individuals with the most severe disabilities--
  - (i)(A) For whom competitive employment has not traditionally occurred; or

(B) For whom competitive employment has been interrupted or intermittent as a result of a severe disability; and

(ii) Who, because of the nature and severity of their disability, need intensive supported employment services from the designated State unit and extended services after transition in order to perform this work.

(2) Transitional employment for individuals with the most severe disabilities due to mental illness.

Supported employment services means ongoing support services and other appropriate services needed to support and maintain an individual with most severe disability in supported employment, that are--

(1) Provided singly or in combination and are organized and made available in such a way as to assist an eligible individual in entering or maintaining integrated, competitive employment;

(2) Based on a determination of the needs of an eligible individual, as specified in an individualized written rehabilitation program; and

(3) Provided by the designated State unit for a period of time not to extend beyond 18 months, unless under special circumstances the eligible individual and the rehabilitation counselor or coordinator jointly agree to extend the time in order to achieve the rehabilitation objectives identified in the individualized written rehabilitation program.

Vocational rehabilitation services means the same as the term is defined in 34 CFR 369.4(b).

(Authority: Secs. 7, 12(c), and 101(a)(7) of the Act; 29 U.S.C. 706, 711(c), and 721(a)(7))  
[45 FR 86379, Dec. 30, 1980, as amended at 50 FR 38631, Sept. 23, 1985; 53 FR 17146, May 13, 1988; 59 FR 8345, Feb. 18, 1994]

#### Subpart B--[Reserved]

#### Subpart C--How Does One Apply for a Grant?

##### Sec. 385.20 What are the application procedures for these programs?

The Secretary gives the designated State agency an opportunity to review and comment on applications submitted from within the State that it serves. The procedures to be followed by the applicant and the State are in EDGAR Secs. 75.155-75.159.

(Authority: Sec. 12(c) of the Act; 29 U.S.C. 711(c))  
[45 FR 86379, Dec. 30, 1980, as amended at 59 FR 8347, Feb. 18, 1994]

#### Subpart D--How Does the Secretary Make a Grant?

##### Sec. 385.30 [Reserved]

##### Sec. 385.31 How does the Secretary evaluate an application?

(a) The Secretary evaluates each application on the basis of general selection criteria identified in Sec. 385.32 and specific selection criteria identified in Parts 386, 387, 388, 389 and 390. The maximum possible score for each complete criterion under each category of training is stated in parentheses in Secs. 386.31, 387.31, 388.31, 389.31, and 390.31. The number of points awarded each criterion depends on how well the application meets all the elements under that criterion.

(b) The Secretary awards up to 100 possible points for these selection criteria.

(Authority: Sec. 12(c) of the Act; 29 U.S.C. 711(c))

##### Sec. 385.32 What general selection criteria does the Secretary use in reviewing an application?

###### **(a) Plan of operation.**

(1) The Secretary reviews each application for information that shows the quality of the plan of operation for the project.

- (2) The Secretary looks for information that shows--
- (i) High quality in the design of the project;
  - (ii) An effective plan of management that insures proper and efficient administration of the project;
  - (iii) A clear description of how the objectives of the project relate to the purpose of the program;
  - (iv) The way the applicant plans to use its resources and personnel to achieve each objective;
  - (v) A clear description of how the applicant will provide equal access and treatment for eligible project participants who are members of groups that have been traditionally underrepresented, such as--
- (A) Persons with disabilities;
  - (B) The elderly;
  - (C) Women; and
  - (D) Members of racial or ethnic minority groups.

**(b) Quality of key personnel.**

(1) The Secretary reviews each application for information that shows the quality of key personnel proposed for the project.

- (2) The Secretary looks for information that shows--
- (i) The qualifications of the project director;
  - (ii) The qualifications of each of the other key personnel to be used in the project;
  - (iii) The time that each person referred to in paragraphs (b)(2)(i) and (ii) of this section will commit to the project; and
  - (iv) The extent to which the applicant, as part of its nondiscriminatory employment practices, encourages applications for employment from persons who are members of groups that have been traditionally underrepresented, such as--

- (A) Persons with disabilities;
- (B) The elderly;
- (C) Women; and
- (D) Members of racial or ethnic minority groups.

(3) To determine personnel qualifications, the Secretary considers experience and training, in fields related to the objectives of the project, as well as other information that the applicant provides.

**(c) Budget and cost effectiveness.**

(1) The Secretary reviews each application for information that shows that the project has an adequate budget and is cost effective.

- (2) The Secretary looks for information that shows--
- (i) The budget for the project is adequate to support the project activities;
  - (ii) Costs are reasonable in relation to the objectives of the project.

**(d) Evaluation plan.**

(1) The Secretary reviews each application for information that shows the quality of the evaluation plan for the project.

(2) The Secretary looks for information that shows methods of evaluation that are appropriate for the project, and to the extent possible, are objective, and produce data that are quantifiable.

**(e) Adequacy of resources.**

(1) The Secretary reviews each application for information that shows that the applicant plans to devote adequate resources to the project.

- (2) The Secretary looks for information that shows--
- (i) The facilities that the application plans to use are adequate; and
  - (ii) The equipment and supplies that the applicant plans to use are adequate.

(Approved by the Office of Management and Budget under control number 1820- 0018)

(Authority: Secs. 12(c) and 302 of the Act; 29 U.S.C. 711(c) and 774)

[45 FR 86379, Dec. 30, 1980, as amended at 53 FR 17147, May 13, 1988; 53 FR 49145, Dec. 6, 1988; 59 FR 8347, Feb. 18, 1994]

Sec. 385.33 What other factors does the Secretary consider in reviewing an application?

In addition to the selection criteria listed in Sec. 385.32 and Parts 386 through 390, the Secretary, in making awards under this program, considers such factors as--

(a) The geographical distribution of projects in each Rehabilitation Training Program category throughout the country; and

(b) The past performance of the applicant in carrying out similar training activities under previously awarded grants, as indicated by such factors as compliance with grant conditions, soundness of programmatic and financial management practices and attainment of established project objectives.

(Authority: Sec. 12(c) of the Act; 29 U.S.C. 711(c))

#### Subpart E--What Conditions Must Be Met by a Grantee?

Sec. 385.40 What are the requirements pertaining to the membership of a project advisory committee?

If a project funded under 34 CFR parts 386 through 390 or 396 establishes an advisory committee, its membership must include individuals with disabilities or parents, family members, guardians, advocates, or other authorized representatives of the individuals; members of minority groups; trainees; and providers of vocational rehabilitation and independent living rehabilitation services.

(Authority: Sec. 12(c) of the Act; 29 U.S.C. 711(c))

[59 FR 8347, Feb. 18, 1994]

Sec. 385.41 What are the requirements affecting the collection of data from designated State agencies?

If the collection of data is necessary from individuals with disabilities being served by two or more designated State agencies or from employees of two or more of these agencies, the project director must submit requests for the data to appropriate representatives of the affected agencies, as determined by the Secretary. This requirement also applies to employed project staff and individuals enrolled in courses of study supported under these programs.

(Authority: Sec. 12(c) of the Act; 29 U.S.C. 711(c))

[45 FR 86379, Dec. 30, 1980, as amended at 53 FR 17147, May 13, 1988; 59 FR 8347, Feb. 18, 1994]

Sec. 385.42 What are the requirements affecting the dissemination of training materials?

A set of any training materials developed under the Rehabilitation Training Program must be submitted to any information clearinghouse designated by the Secretary.

(Authority: Sec. 12(c) of the Act; 29 U.S.C. 711(c))

Sec. 385.43 What requirements apply to the training of rehabilitation counselors and other rehabilitation personnel?

Any grantee who provides training of rehabilitation counselors or other rehabilitation personnel under any of the programs in 34 CFR parts 386 through 390 shall train those counselors and personnel on the services provided under this Act, and, in particular, services provided in accordance with amendments made by the Rehabilitation Act Amendments of 1992. The grantee shall also furnish training to these counselors and personnel regarding the applicability of section 504 of this Act, title I of the Americans with Disabilities Act of 1990, and the provisions of titles II and XVI of the Social Security Act that are related to work incentives for individuals with disabilities.

(Authority: Sec. 302(a)(3) of the Act; 29 U.S.C. 774(a)(3))

[59 FR 8347, Feb. 18, 1994]

Sec. 385.44 What requirement applies to the training of individuals with disabilities?

Any grantee or contractor who provides training under any of the programs in 34 CFR parts 386 through 390 and 396 shall give due regard to the training of individuals with disabilities as part of its effort to increase the number of qualified personnel available to provide rehabilitation services.

(Authority: Sec. 302(a)(1) of the Act; 29 U.S.C. 774(a)(1))  
[59 FR 8347, Feb. 18, 1994]

Sec. 385.45 What additional application requirements apply to the training of individuals for rehabilitation careers?

(a) All applicants for a grant or contract to provide training under any of the programs in 34 CFR parts 386 through 390 and 396 shall demonstrate how the training they plan to provide will prepare rehabilitation professionals to address the needs of individuals with disabilities from minority backgrounds.

(b) All applicants for a grant under any of the programs in 34 CFR parts 386 through 390 and 396 shall include a detailed description of strategies that will be utilized to recruit and train persons so as to reflect the diverse populations of the United States, as part of the effort to increase the number of individuals with disabilities, and individuals who are members of minority groups, who are available to provide rehabilitation services.

(Authority: Secs. 21(b)(5) and 302(a)(5) of the Act; 29 U.S.C. 718b(b)(6) and 774(a)(6))  
(Approved by the Office of Management and Budget under control number 1820-0018)  
[59 FR 8347, Feb. 18, 1994, as amended at 59 FR 33680, June 30, 1994]

Sec. 385.46 What limitations apply to the rate of pay for experts or consultants appointed or serving under contract under the Rehabilitation Training program?

An expert or consultant appointed or serving under contract pursuant to this section shall be compensated at a rate subject to approval of the Commissioner which shall not exceed the daily equivalent of the rate of pay for level 4 of the Senior Executive Service Schedule under section 5382 of title 5, United States Code. Such an expert or consultant may be allowed travel and transportation expenses in accordance with section 5703 of title 5, United States Code.

(Authority: Sec. 302(g)(2) of the Act; 29 U.S.C. 774(g)(2))  
[59 FR 8347, Feb. 18, 1994]

## **PART 389--REHABILITATION CONTINUING EDUCATION PROGRAMS**

### **Subpart A--General**

Sec.

389.1 What is the Rehabilitation Continuing Education Program?

389.2 Who is eligible for assistance under this program?

389.3 What regulations apply to this program?

389.4 What definitions apply to this program?

### **Subpart B--What Kinds of Projects Does the Department of Education Assist Under This Program?**

389.10 What types of projects are authorized under this program?

### **Subpart C--[Reserved]**

### **Subpart D--How Does the Secretary Make a Grant?**

389.30 What selection criteria does the Secretary use in this program?

### **Subpart E--What Conditions Must Be Met by a Grantee?**

389.40 What are the matching requirements?

389.41 What are allowable costs?

Authority: 29 U.S.C. 711(c) and 774, unless otherwise noted.

Source: 45 FR 86385, Dec. 30, 1980, unless otherwise noted.



## Subpart A--General

### Sec. 389.1 What is the Rehabilitation Continuing Education Program?

This program is designed to support training centers that serve either a Federal region or another geographical area and provide for a broad integrated sequence of training activities that focus on meeting recurrent and common training needs of employed rehabilitation personnel throughout a multi-State geographical area.

(Authority: Sec. 302 of the Act; 29 U.S.C. 774)

[45 FR 86365, Dec. 30, 1980, as amended at 59 FR 8348, Feb. 18, 1994]

### Sec. 389.2 Who is eligible for assistance under this program?

Those agencies and organizations eligible for assistance under this program are described in 34 CFR 385.2.

(Authority: Sec. 302 of the Act; 29 U.S.C. 774)

[45 FR 86365, Dec. 30, 1980, as amended at 59 FR 8348, Feb. 18, 1994]

### Sec. 389.3 What regulations apply to this program?

The following regulations apply to this program--

(a) 34 CFR Part 385 (Rehabilitation Training); and

(b) The regulations in this Part 389.

(Authority: Sec. 302 of the Act; 29 U.S.C. 774)

[45 FR 86365, Dec. 30, 1980, as amended at 59 FR 8348, Feb. 18, 1994]

### Sec. 389.4 What definitions apply to this program?

The definitions in 34 CFR Part 385 apply to this program.

(Authority: Sec. 12(c) of the Act; 29 U.S.C. 711(c))

## Subpart B--What Kinds of Projects Does the Department of Education Assist Under This Program?

### Sec. 389.10 What types of projects are authorized under this program?

Rehabilitation Continuing Education Programs--

(a) Train newly employed State agency staff at the administrative, supervisory, professional, subprofessional, or clerical levels in order to develop needs skills for effective agency performance;

(b) Provide training opportunities for experienced State agency personnel at all levels of State agency practice to upgrade their skills and to develop mastery of new program developments dealing with significant issues, priorities and legislative thrusts of the State/Federal vocational rehabilitation program; and

(c) Develop and conduct training programs for staff of--

(1) Private rehabilitation agencies and facilities which cooperate with State vocational rehabilitation units in providing vocational rehabilitation and other rehabilitation services;

(2) Centers for independent living; and

(3) Client assistance programs.

(Authority: Sec. 302 of the Act; 29 U.S.C. 774)

[45 FR 86385, Dec. 30, 1980, as amended at 50 FR 38631, Sept. 23, 1985; 59 FR 8348, Feb. 18, 1994]

## Subpart C--[Reserved]

## Subpart D--How Does the Secretary Make a Grant?

### Sec. 389.30 What selection criteria does the Secretary use in this program?

(a) Plan of operation. (25 points)

The Secretary evaluates each application on the basis of the criterion in Sec. 385.32(a).

(b) Quality of key personnel. (10 points)

The Secretary evaluates each application on the basis of the criterion in Sec. 385.32(b).  
(c) Budget and cost effectiveness. (10 points)  
The Secretary evaluates each application on the basis of the criterion in Sec. 385.32(c).  
(d) Evaluation plan. (10 points)  
The Secretary evaluates each application on the basis of the criterion in Sec. 385.32(d).  
(e) Adequacy of resources. (5 points)  
The Secretary evaluates each application on the basis of the criterion in Sec. 385.32(e).  
(f) Evidence of need. (15 points)  
(1) The Secretary reviews each application for information that shows the need for the Rehabilitation Continuing Education Program has been adequately justified.  
(2) The Secretary looks for information that shows the need for the training program has been justified and includes an assessment of the potential of existing programs within the geographical area (including State vocational rehabilitation unit in-service training) to meet the needs for which support is sought.  
(g) Relevance to State/Federal rehabilitation service programs. (10 points)  
(1) The Secretary reviews each application for information that shows the proposed project appropriately relates to the mission of the State/Federal rehabilitation service programs.  
(2) The Secretary looks for information that the proposed project can be expected to improve the competence of professional and other personnel employed in the rehabilitation agencies serving individuals with severe disabilities.  
(h) Nature and scope of training program. (15 points)  
(1) The Secretary reviews each application for information that demonstrates the adequacy and scope of the proposed training program content.  
(2) The Secretary looks for information that shows--  
(i) The scope and nature of the training activities reflect content that can be expected to enable the achievement of the established project objectives of the training project.  
(ii) The program and teaching methods provide for an integration of theory and practice relevant to the educational objectives of the program.  
(iii) The program includes a broad integrated sequence of training activities for employed rehabilitation workers.  
(iv) The program primarily includes coursework which can be expected to be needed on a recurrent basis throughout the multi-State geographical area to be served.  
(Approved by the Office of Management and Budget under control number 1820- 0018)  
(Authority: Sec. 12(c) of the Act; 29 U.S.C. 711(c))  
[45 FR 86385, Dec. 30, 1980, as amended at 53 FR 17147, May 13, 1988; 53 FR 49146, Dec. 6, 1988; 59 FR 8348, Feb. 18, 1994]

#### Subpart E--What Conditions Must Be Met by a Grantee?

##### Sec. 389.40 What are the matching requirements?

A grantee must contribute to the cost of a project under this program in an amount satisfactory to the Secretary. The part of the cost to be borne by the grantee is determined by the Secretary at the time of the grant award.  
(Authority: Secs. 12(c) and 302 of the Act; 29 U.S.C. 711(c) and 774)  
[45 FR 86365, Dec. 30, 1980, as amended at 59 FR 8348, Feb. 18, 1994]

##### Sec. 389.41 What are allowable costs?

In addition to those allowable costs established under EDGAR Secs. 75.530- 75.562, the following items are allowable under Rehabilitation Continuing Education programs--

- (a) Trainee per diem costs;
- (b) Trainee travel in connection with a training course;
- (c) Trainee tuition and fees; and
- (d) Special accommodations for trainees with handicaps.

(Authority: Secs. 12(c) and 302 of the Act; 29 U.S.C. 711(c) and 774)  
[45 FR 86385, Dec. 30, 1980, as amended at 53 FR 17147, May 13, 1988; 59 FR 8348, Feb. 18, 1994]

Section F  
**SELECTION CRITERIA FOR APPLICATIONS**

The Secretary uses the following selection criteria to evaluate applications for new grants under this competition

**(a) Plan of operation. (25 points)**

(1) The Secretary reviews each application for information that shows the quality of the plan of operation for the project.

(2) The Secretary looks for information that shows--

- (i) High quality in the design of the project;
- (ii) An effective plan of management that insures proper and efficient administration of the project;
- (iii) A clear description of how the objectives of the project relate to the purpose of the program;
- (iv) The way the applicant plans to use its resources and personnel to achieve each objective;
- (v) A clear description of how the applicant will provide equal access and treatment for eligible project participants who are members of groups that have been traditionally underrepresented, such as--
  - (A) Persons with disabilities;
  - (B) The elderly;
  - (C) Women; and
  - (D) Members of racial or ethnic minority groups.

**(b) Quality of key personnel. (10 points)**

(1) The Secretary reviews each application for information that shows the quality of key personnel proposed for the project.

(2) The Secretary looks for information that shows--

- (i) The qualifications of the project director;
- (ii) The qualifications of each of the other key personnel to be used in the project;
- (iii) The time that each person referred to in paragraphs (b)(2)(i) and (ii) of this section will commit to the project; and
- (iv) The extent to which the applicant, as part of its nondiscriminatory employment practices, encourages applications for employment from persons who are members of groups that have been traditionally underrepresented, such as--
  - (A) Persons with disabilities;
  - (B) The elderly;
  - (C) Women; and
  - (D) Members of racial or ethnic minority groups.

(3) To determine personnel qualifications, the Secretary considers experience and training, in fields related to the objectives of the project, as well as other information that the applicant provides.

**(c) Budget and cost effectiveness. (10 points)**

(1) The Secretary reviews each application for information that shows that the project has an adequate budget and is cost effective.

(2) The Secretary looks for information that shows--

- (i) The budget for the project is adequate to support the project activities;
- (ii) Costs are reasonable in relation to the objectives of the project.

**(d) Evaluation plan. (10 points)**

- (1) The Secretary reviews each application for information that shows the quality of the evaluation plan for the project.
- (2) The Secretary looks for information that shows methods of evaluation that are appropriate for the project, and to the extent possible, are objective, and produce data that are quantifiable.

**(e) Adequacy of resources. (5 points)**

- (1) The Secretary reviews each application for information that shows that the applicant plans to devote adequate resources to the project.
- (2) The Secretary looks for information that shows--
  - (i) The facilities that the application plans to use are adequate; and
  - (ii) The equipment and supplies that the applicant plans to use are adequate.

**(f) Evidence of need. (15 points)**

- (1) The Secretary reviews each application for information that shows the need for the Rehabilitation Continuing Education Program has been adequately justified.
- (2) The Secretary looks for information that shows the need for the training program has been justified and includes an assessment of the potential of existing programs within the geographical area (including State vocational rehabilitation unit in-service training) to meet the needs for which support is sought.

**(g) Relevance to State/Federal rehabilitation service programs. (10 points)**

- (1) The Secretary reviews each application for information that shows the proposed project appropriately relates to the mission of the State/Federal rehabilitation service programs.
- (2) The Secretary looks for information that the proposed project can be expected to improve the competence of professional and other personnel employed in the rehabilitation agencies serving individuals with severe disabilities.

**(h) Nature and scope of training program. (15 points)**

- (1) The Secretary reviews each application for information that demonstrates the adequacy and scope of the proposed training program content.
- (2) The Secretary looks for information that shows--
  - (i) The scope and nature of the training activities reflect content that can be expected to enable the achievement of the established project objectives of the training project.
  - (ii) The program and teaching methods provide for an integration of theory and practice relevant to the educational objectives of the program.
  - (iii) The program includes a broad intergrated sequence of training activities for employed rehabilitation workers.
  - (iv) The program primarily includes coursework which can be expected to be needed on a recurrent basis throughout the multi-State geographical area to be served.

## **Application Transmittal Instructions**

An application for an award must be mailed or hand delivered by the closing date.

### **Applications Sent by Mail**

An application sent by mail must be addressed to the U.S. Department of Education, Application Control Center, Attention: CFDA 84.264B, 600 Independence Avenue, SW, Washington, D.C. 20202-4725.

An application must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service Postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the U.S. Secretary of Education.

If an application is sent through the U.S. Postal Service, the Secretary does not accept either of the following as proof of mailing:

- (1) A private metered postmark, or
- (2) A mail receipt that is not dated by the U.S. Postal Service.

An applicant should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office.

An applicant is encouraged to use registered or at least first class mail.

Each late applicant will be notified that its application will not be considered.

### **Application Delivered by Hand/Carrier Service.**

An application that is hand delivered must be taken to the U.S. Department of Education, Application Control Center, Room 3633, General Services Administration National Capital Region, 7th and D Streets, SW, Washington, D.C. 20202-4725.

The Application Control Center will accept deliveries between 8:00 a.m., and 4:30 p.m. (Washington, D.C.) daily, except Saturdays, Sundays and Federal holidays.

Individuals delivering applications must use the D Street Entrance. Proper identification is necessary to enter the building.

In order for an application sent through a Courier Service to be considered timely, the Courier Service must be in receipt of the application on or before the closing date.

### **Acknowledgement of Grant Application Receipt**

The Application Control Center will mail a Grant Application Receipt Acknowledgement to each applicant. If an applicant fails to receive the notification of application receipt within 15 days from the closing date, the applicant should call the U.S. Department of Education Application Control Center at (202) 708-9494.

The applicant must indicate on the envelope, and in item 10 of the Application for Federal Assistance - Standard Form 424 (unless preprinted on the form by the Department), the CFDA number - and suffix letter, if any - of the competition under which the application is being submitted.

U.S. Department of Education  
Office of Special Education and Rehabilitative Services

REHABILITATION SERVICES ADMINISTRATION  
INSTRUCTIONS FOR A APPLICATION FOR FEDERAL ASSISTANCE  
(Nonconstruction Programs)

The enclosed forms shall be used by all applicants for Federal Assistance under all Rehabilitation Services Administration programs. A separate application must be submitted for each grant sought. No grant may be awarded unless the completed application forms have been received. If an item does not appear to be relevant to the assistance requested, write "NA" for not applicable.

This application consists of four parts. These parts are organized in the same manner that the submitted application should be organized. These parts are as follows:

Part I - Federal Assistance Application Face Page

Part II - Budget Information

Part III - Program Narrative

Part IV - Assurances, Certifications, and Disclosures

Each submitted application must include an index or table of contents and a one-page project abstract. Pages should be consecutively numbered.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1820-0018. The time required to complete this information collection is estimated to average 40 hours per response, including the time to review instructions, search existing data resources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Under terms of the Paperwork Reduction Act of 1980, as amended, and the regulations implementing that Act, the Department of Education invites comment on the public reporting burden in this collection of information. You may send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, Information Management and Compliance Division, Washington, D.C. 20202-4651; and to the Office of Management and Budget, Paperwork Reduction Project 1820-0018, Washington, D.C. 20503.

# APPLICATION FOR FEDERAL ASSISTANCE

[illegible]



## PART I - FEDERAL ASSISTANCE APPLICATION FACE PAGE

Part I of this application consists of the standard application face page for Federal assistance (SF 424) and the concomitant instructions. Standard instructions for completing the SF 424 form immediately follow the form. Additional supplemental instructions provided below are to be used in lieu of or along with the standard instructions for the following items:

Item 1 - Preprinted

Item 5(d)- Enter the name and telephone number of the project director (or principal contact if project director has not been identified).

Item 6- If the applicant organization has been assigned a Department of Education (ED) entity number consisting of the IRS employer identification number prefixed by "1" and suffixed by a two-digit number, enter the full ED entity number in block 6.

Item 8- Preprinted.

Item 10- If the CFDA number and suffix letter are not preprinted, please insert the CFDA number and suffix letter of the program, priority, or training discipline under which the application is being submitted. Where necessary, a listing of CFDA numbers and suffix letters are provided on the following page.

Item 16- All of the programs covered by this application package are subject to Executive Order 12372, with the exception of the Vocational Rehabilitation Service Projects for American Indians with Disabilities. Separate instructions and information governing the procedures to be followed for programs subject to Executive Order 12372 are included in the application package for those programs, including a list of those states which have established a process, designated a single point of contact, and selected these programs for review subject to the requirements of Executive Order 12372. For those programs covered by Executive Order 12372, provide the name of the State Agency to which the application was submitted for review, and include a copy of the agency's comments or, if comments have not been received, a copy of the cover letter used to transmit the application to the State agency. If the program is covered by Executive Order 12372 but the responsible state has not selected the program for review, please mark the "Not Selected" box.

U. S. DEPARTMENT OF EDUCATION BUDGET INFORMATION NON-CONSTRUCTION PROGRAMS					OMB Control No. 1875-0102	
					Expiration Date: 9/30/95	
Name of Institution/Organization:			Applicants requesting funding for only one year should complete the column under "Project Year 1." Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.			
SECTION A - BUDGET SUMMARY				U.S. DEPARTMENT OF EDUCATION FUNDS		
Budget Categories	Project Year 1 (a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year 5 (e)	Total (f)
1. Personnel						
2. Fringe Benefits						
3. Travel						
4. Equipment						
5. Supplies						
6. Contractual						
7. Construction						
8. Other						
9. Total Direct Costs (lines 1-8)						
10. Indirect Costs						
11. Training Stipends						
12. Total Costs (lines 9-11)						

ED FORM NO. 524

Name of Institution/Organization:			Applicants requesting funding for only one year should complete the column under "Project Year 1." Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.			
SECTION B - BUDGET SUMMARY: NON-FEDERAL FUNDS						NON-FEDERAL FUNDS
Budget Categories	Project Year 1 (a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year Year 5 (e)	Total (f)
1. Personnel						
2. Fringe Benefits						
3. Travel						
4. Equipment						
5. Supplies						
6. Contractual						
7. Construction						
8. Other						
9. Total Direct Costs (lines 1-8)						
10. Indirect Costs						
11. Training Stipends						
12. Total Costs (lines 9-11)						
SECTION C - OTHER BUDGET INFORMATION (see instructions)						

## PART II - BUDGET INFORMATION - INSTRUCTIONS FOR ED FORM NO. 524

### General Instructions

This form is used to apply to individual U. S. Department of Education discretionary grant programs. Unless directed otherwise, provide the same budget information for each year of the multi-year funding request. Pay attention to applicable specific instructions, if attached. By requesting budget information in the initial application for the total project period, the need for formal non-competing continuation applications is eliminated. However, an annual report on the progress of the project is required.

### Section A - Budget Summary U. S. Department of Education Funds

All applicants must complete Section A and provide a breakdown by the applicable budget categories shown in lines 1-11.

Lines 1-11, columns (a)-(e):

For each project year for which funding is requested, show the total amount requested for each applicable budget category.

Lines 1-11, column (f):

Show the multi-year total for each budget category. If funding is requested for only one project year, leave this column blank.

Line 12, column (a)-(e):

Show the total budget request for each project year for which funding is requested.

Line 12, column (f):

Show the total amount requested for all project years. If funding is requested for only one year, leave this space blank.

## RSA Specific Budget Instructions

Part II of this application consists of instructions for ED Form No. 0524 and RSA Budget Information requirements.

The following instructions are to be used in completing ED Form No. 0524.

### Section A - BUDGET SUMMARY

Fill in Section A funding requirements by budget categories.

In preparing Line 11 of Section A (Training Stipends), please note the following sections of the Rehabilitation Long-Term Training Program regulations:

#### Section 386.31 What are the requirements for directing grant funds ?

(a) A grantee must use at least 75 percent of the total award for scholarships as defined in Section 386.4.

(b) The Secretary may award grants that use less than 75 percent of the total award for scholarships based upon the unique nature of the project, such as the establishment of a new training program or long-term training in an emerging field that does not award degrees or certificates.

(c) For multi-year projects in existence as of the effective date of these regulations, the requirements of paragraph (a) of this section do not apply for the remainder of the project period.  
(Authority: 29 U.S.C. 711(c) and 771a)

#### Section 386.32 What are allowable costs ?

In addition to those allowable costs established in the Education Department General Administrative Regulations in 34 CFR 75.530 through 75.562, the following items are allowable under long-term training projects:

(a) Student Stipends

(b) Tuition and fees

(c) Student travel in conjunction with training assignments.

(Authority: 29 U.S.C. 711(c) and 771a)

### Section B - NON-FEDERAL FUNDING

Fill in the Non-Federal funding requirements.

Lines 1 through 12 of this section should reflect budget category totals given in Section D - Budget Detail/Narrative.

### SECTION C - Other Budget Information

Pay attention to applicable program specific instructions, if attached.

1. Provide an itemized budget breakdown, by project year, for each budget category listed in Section A and B.
2. If applicable to this program, enter the type of indirect rate (provisional, predetermined, final or fixed) that will be effect during the funding period. In addition, enter the estimated amount of the base to which the rate is applied, and the total indirect expense.

3. If applicable to this program, provide the rate and base on which fringe benefits are calculated.
4. Provide other explanations or comments you deem necessary.

#### SECTION D - BUDGET DETAIL/NARRATIVE

Attach separate sheets to fully explain and justify the following budget categories in support of the FEDERAL funding request. (Section A) and the no-Federal Funds (Section B). Include sufficient detail to facilitate determination as to allowability, relevance to the project, and cost benefits.

1. Personnel: Show the salary and wages, title, and time commitment of all persons charged to the project. Consultant fees and expenses must be included in Line 8.
2. Fringe Benefits: Include contributions for Social Security, employee insurance, pension plans, etc. Leave blank if fringe benefits applicable to direct salaries and wages are treated as part of the indirect cost rate.
3. Travel: Itemize the amount requested for travel of employees only. Travel of consultants, trainees, etc. should not go on this line, nor should local transportation costs for project staff (i.e., where no out-of-town trip is involved); these costs should be listed under the category of "Other".

While all travel must be fully justified foreign travel should be separately identified and justified. No foreign travel will be authorized under the grant unless prior approval is obtained.

4. Equipment: List nonexpendable personal property that has a useful life of more than two years and an acquisition cost of \$500 or more per unit. However, consistent with institutional policy, lower limits may be established. List items of equipment in the following format: Item, Number of Units, Cost per Unit, and Total Cost. Fully justify the need for each item of equipment.
5. Supplies: Include the cost of consumable supplies and materials to be used in the project. These should be items which cost less than \$300 per unit with a useful life of less than two years.
6. Contractual: Show all amounts for each of the Following: (1) procurement contracts (except those which belong on other lines such as supplies and equipment listed above) and (2) grant payments to secondary recipient organizations such as delegate agencies, affiliates, cooperating institutions, political subdivisions, etc. Indicate the name of the agency, organization, or individual that is expected to receive each proposed contract. This should be supported in Part III - Program Narrative.

Note: Whenever the applicant intends to delegate part or all of the program to another agency, the applicant must submit, if available, a copy of the proposed contract or grant payment and any other supporting documentation detailing the activity and required budget of each delegate agency. If the proposed contract or grant payment has not yet been advertised and/or negotiated, the applicant should provide any basis available that was used in developing the proposed contract/grant payment costs. Delegate agencies are not required to submit separate

budget information for their portion of the total contractual budget. The total cost of all such agencies will be part of the amount shown on Line 6.

7. Other: Provide an itemized list of all remaining direct costs not clearly covered by lines 1-6 above. Examples are computer use charges, space or equipment rental, consultant costs, communication costs, rental of space, utilities and custodial services, printing materials, and local transportation.

For consultant expenses, give the total number of consultants that will work on the project and their costs (fees, per diem, and travel). Provide the basis for the determination of the rate identified for consultant costs for which Federal funds are requested. The justification should demonstrate how the consultant costs are reasonable, customary and consistent with the established institutional/organizational/agency policy governing consultant costs.

8. Total Direct Costs: Total lines 1 through 8.
10. Total Indirect Costs: Indirect costs are those costs of an organization that are not readily identifiable with a particular project or activity but are necessary for the general operation of the organization and the conduct of its activities.

Indicate your indirect cost rate and the amount of indirect costs to be charged to the project. If no indirect costs are requested, enter "none." This line should be used only when the applicant (except local government(s) has an indirect cost rate approved by the Department of Education (ED) or another Federal agency. Local governments shall enter the amount of indirect costs determined in accordance with ED requirements.

Except for State or local governments (defined in 34 CFR Part 74), the reimbursement of indirect costs for grants under the Rehabilitation Training Program (CFDA 84.129, CFDA 84.264 and CFDA 84.246) and the Training of Interpreters for Deaf Individuals Program (CFDA 84.160) is limited to the lesser of actual indirect costs or 8 (eight) percent of direct costs.

11. Training Stipends: Explain all costs included under the category of Training Stipends. Where scholarship/training awards are requested under the Rehabilitation Long-Term Training program (CFDA 84.129), provide details in supplementary Table I (Schedule of Traineeship Expenses). Your budget request for the Rehabilitation Long-Term Training Program should include only full academic scholarships based on actual length of training and tuition and fee costs for each trainee.
12. Total Project Costs: Total lines 8 and 9.

In addition, provide an itemized list of the sources of all NON-FEDERAL funds which ties to the amounts reflected in Section B.

### **PART III - PROGRAM NARRATIVE**

Prepare the Program Narrative in accordance with the following instructions. Before preparing the Program Narrative, applicants should carefully review the program regulations contained in this application package, paying special attention to the selection criteria. The Program Narrative must

respond to the special emphasis of the specific program for which grant support is being requested and the selection criteria identified in the program regulations.

In addition, applicants should read the applicable parts of the Education Department General Administrative Regulations (EDGAR), 34 CFR. These regulations set forth all general rules affecting application submittal, review, grant award, and post-award administration for Department of Education grant programs.

**NOTE:** Applicants should refer back to the “Dear Applicant” Letter. It cites the appropriate sections of the program regulations and the applicable parts of EDGAR. The texts of all necessary program statutes and regulations are included in the Rules and Regulations Section of this application package.

Since applications must be duplicated for distribution to reviewers, printed material should be legible, appear only on one side of each page, and be double spaced. To ensure that printed material is legible, the use of a high quality printer, with a 10 pitch or larger typeface, in the preparation of your application is strongly urged. Use standard 8 1/2 x 11 inch paper, white in color, and free from tabs. Also, use spring clips or rubber bands to hold the application together. Do not use binders, folders, and staples as they must be removed before duplicating applications.

Limit the Program Narrative to 35 pages, double spaced, and number pages consecutively . The narrative should be written concisely. Only the required information should be submitted. If appendices or other supplemental materials are included, they must be kept to a minimum and must substantiate what is proposed in the narrative., e.g., the results of a needs survey or letters of commitment from organizations that will have significant involvement with the project. All vitae should be limited to one page in length showing the source and date of earned degrees, experience relevant to working with individuals who are disabled and the person's direct relationship to the project, e.g., how the person will function in the project.

The Program Narrative should begin with an overview statement (one page abstract) that summarizes the purpose/intent of project, the goals and objectives, the target population, the impact of project, and the expected outcomes or benefits.

The Program Narrative must respond to the selection criteria in the same order as they appear in the program regulations for each priority. The proposal must address the following points:

1. Objectives and Need for this Assistance

Identify the specific need(s) which the proposed project is intended to meet and indicate why the project requires Federal support. State the principal and subordinate objectives of the project and show how the proposed project relates to the mission of the State/Federal vocational rehabilitation program, the specific discretionary program for which support is being requested, and the service needs of the geographic area to be served. Indicate the potential target or client population to be served. Objectives of the project should be (1) clearly and measurably defined in terms of intended results or outcomes within a specified time frame; and (2) based on identified needs, priorities, and related resources. Major tasks and activities should be carefully delineated. These in turn should be broken down into action steps to be completed by specified dates. Relevant needs assessment studies by the applicant or others should be footnoted or included with the application.

2. Results or Benefits Expected



Identify the significant observable, measurable results expected to be achieved during the period of the project. Productivity, for example is generally measured in such terms as the number of disabled persons served, the number rehabilitated and/or assisted to live more independently, improvement in work or independent living status following receipt of services, new services or improved service delivery systems, and/or increased participation by other kinds of program improvements. Expectations should be projected for each year of the project, including estimates and types of severely handicapped persons to be served. Show how project activities will enhance the quality of life and participation by disabled persons in family/community activities or in gainful employment.

### 3. Approach

#### a. Design and Methodology

Describe the overall plan for the project, organization of the various project elements that affect achievement of project objectives, efficiency and economy of effort, provision for obtaining appropriate and reliable data for evaluation and the appropriateness of the project design.

Describe the methodology to be employed in accomplishing objectives, including action steps; identify and specify in detail the operational procedures, overall strategy, management, and plans for efficiency and effectiveness of operations. Both the work to be performed and available resources should clearly relate to the requested budget as well as resource commitments made by others including anticipated in-kind or volunteer assistance. Describe any innovative, unique, or exemplary activities that have been or will be pursued, such as formation of interagency or consumer advisory groups, which will have a positive impact on project effectiveness, efficiency, or economy, and improved service delivery to disabled persons.

The plan of work sequentially relates to the action steps and major functions and give a timetable for their completion. It is recommended that a timetable, GANT Chart or Pert Chart graphically representing the sequence and relationship of project activities be included in the proposal. Provide for each function or activity a quantitative quarterly projection of the accomplishments to be achieved in terms such as the number and type of clients to be served. When accomplishments cannot be quantified, list them in chronological order to show the schedule of accomplishments and their target dates.

#### b. Staff

Describe the qualifications of the project director and key staff on the project. Indicate the time that the project director and other key personnel will commit to the project.

For each of the key staff not identified at the time of application, provide (in lieu of a qualifications statement) a job description or the qualifications sought for the position. Include a statement of the recruitment plan for a project director and any key staff to be employed, and an estimate of when the recruitment of these staff will take place.

#### c. Facilities and Resources

Describe the facilities that will be used for the project. Include such items as key equipment to be used, amount of floor space available, training capacity, etc. Indicate the extent to which the

facilities and other resources used are free of architectural, communications, and other barriers and are fully accessible to the handicapped.

Validate the organization's capability to perform the proposed project activity. Include past experiences or anticipated capability with regard to the objectives.

Provide a table of the organization and a list of the specific duties of the professional staff as well as the time each is to spend on the project.

d. Commitments from Collaborating Organizations

Participation of other organizations, financially or otherwise, enhances the viability of the proposed project. Specific commitments should be clearly documented, preferably in writing, and submitted with the application. This may include cooperating public and private agencies, commercial or industrial entities, institutions of higher education, and others. It also may include individuals such as consultants or groups of individuals that advise or help determine policy.

Identify specific contributions to the project by the applicant, and collaborating organizations including in-kind contributions, cost sharing, donations, etc.

4. Evaluation

All applications must contain a plan for project evaluation which is based on an objective and quantifiable methodology to evaluate progress toward and achievement of project objectives. The purpose of this section is to specify the evaluation plan and methodology to be used. The evaluation plan should be phased in with other project tasks to ensure that interim products can be reviewed and comments fed back to project staff in time to influence the conduct of the project.

The Evaluation Plan must include:

- (1) An annual evaluation of the following elements as required under 75.590 of EDGAR:
  - (a) the project's progress in achieving its stated objectives;
  - (b) the effectiveness of the project in meeting the purposes of the program;
  - (c) the effect of the project on persons being served by the project, including any persons who are members of groups that have been traditionally underrepresented such as members of racial or ethnic minority groups, women, persons with disabilities, and the elderly.
- (2) an annual assessment of the following:
  - (a) the types of services provided;
  - (b) the cost of services provided;
  - (c) the number of clients served by disability, race, national origin, gender, and age;
  - (d) the number of clients with a severe disability served;

- (e) the client outcomes obtained.

**NOTE:** Funded projects will be required to report evaluation findings in the annual progress report (as part of the continuation application) and in the final report at the conclusion of the project.

**IF APPLICABLE, PROVIDE THE FOLLOWING INFORMATION :**

- (a) If a rehabilitation project is in its final year of support and refunding for a new project is being requested, provide a progress report that includes a discussion of all accomplishments to date in achieving project objectives and a schedule of accomplishments or milestones anticipated with the new funding request.
- (b) A listing showing the Federal Domestic Assistance Catalog number, status and amount of each project where there is related previous, pending or anticipated assistance.

## ASSURANCES- NON-CONSTRUCTION PROGRAMS

**Note:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse. (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply with the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §§874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition if \$10,000 or more.

11. Will comply with environmental; standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1721 et seq) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

Signature of Authorized Certifying Official	Title	
Applicant Organization		Date Submitted

## CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

### 1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts) and that all subrecipients shall certify and disclose accordingly.

### 2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110 -

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction: violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

### 3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 -

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substances prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about -

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will -

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from

an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (room 3124, GSA Regional Office Building No. 3), Washington, DC 20202-4571. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is co convicted -

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant: Place of Performance (Street address, city, county, state, zip code) \_\_\_\_\_

Check \_\_\_\_ if there are workplaces on file that are not identified here.

**DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 35 CFR Part 85, Sections 85.605 and 85.610 --

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to Director, Grants and Contracts Service, US Department of Education, 400 Maryland Avenue, SW (Room 3124, GSA Regional Office Building No. 3), Washington, DC 20202-4571. Notice shall include the identification number of each affected grant.

As the duly authorized representative of the applicant, I certify that the applicant will comply with the above certifications.

NAME OF APPLICANT \_\_\_\_\_  
PR/AWARD NO. AND/OR PROJECT NAME \_\_\_\_\_  
PRINTED NAME OF AUTHORIZED REPRESENTATIVE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

ED 80-OO13

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND  
VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTIONS

.....

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.120.

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any the prospective lower tier participant learns that its certification was erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titles "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification:

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name of Applicant	PR/Award # and/or Project Name
Printed Name and Title of Authorized Representative	
Signature	Date

ED 80-0014, 9/90 (replaces GCS-009(rev. 12/88), which is obsolete)



## DISCLOSURE OF LOBBYING ACTIVITIES

approved by O.M.B. 0345-0045

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(see reverse for public burden disclosure)

<b>1. Type of Federal Action</b> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> a. Contract  b. grant  c. coop. agreement  d. loan  e. loan guarantee  f. loan insurance </div>	<b>2. Status of Federal Action:</b> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> a. bid/ offer/application  b. initial award  c. post-award </div>	<b>3. Report Type:</b> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> a. initial filing  b. material change  For Material Change Only:  yr.____ qrtr.____  Date of last report____ </div>
<b>4. Name and Address of Reporting Entity:</b> ____Prime ____Subawardee ____Tier____, if known  Congressional District____		<b>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</b>
<b>6. Federal Department/Agency:</b>	<b>7. Federal Program Name/Description:</b> CDFA #, if applicable 84.____	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b> \$	
<b>10.a. Name and Address of Lobbying Entity (if individual, last name, first name, MI)</b>	<b>b. Individuals Performing Services (including address if different from 10a) (last name, first name, MI)</b>  attach SF-LLL-A, if necessary	
<b>11. Amount of Payment (check all that apply):</b> \$_____ actual____planned____	<b>13. Type of Payment (check all that apply):</b> ____ a. retainer ____ b. one-time fee ____ c. commission ____ d. contingent fee ____ e. deferred ____ f. other; specify:_____	
<b>12. Form of Payment (check all that apply):</b> ____ a. cash ____ b. in-kind: nature____ value____		
<b>14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in item 11:</b>  (attach contin. sht., SF-LLL-A, if necessary)		
<b>15. Continuation Sheet(s) SF-LLL-A attached</b> ____ Yes ____ No		
<b>16.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	<b>Signature:</b> ..... <b>Print Name</b> ..... <b>Title :</b> ..... <b>Telephone No:</b> ____-____-_____ <b>Date:</b> .....	
<b>Federal Use Only:</b>		Authorized for Local Reproduction SF-LLL

## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, of expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee" then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number grant announcement number, the contract, grant, or loan award number, the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal Action.  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a) Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

.....  
Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget Paperwork Reduction Project (0348-0046), Washington, D.C. 20503

DISCLOSURE OF LOBBYING ACTIVITIES  
Continuation Sheet

Approved by OMB  
0348-0046

Reporting Entity: \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

## APPLICATION CHECKLIST

Does your application include each of the following?

- ☐ Cover page (SF 424)
- ☐ Budget form (ED Form 524)
- ☐ Budget narrative
- ☐ Program narrative, including abstract and responses to the selection criteria
- ☐ Assurances and Certifications

Did You --

- ☐ Provide one (1) original plus 2 copies of the application?
- ☐ Include all required forms with original signatures and dates?
- ☐ Submit a copy of the application to the State Single Point of Contact, if applicable?

- |  |           |  |
|--|-----------|--|
| <input type="checkbox"/> Mail* Application To:   | <b>OR</b> | Hand-deliver* Application To:  |
| REHABILITATION CONTINUING<br>EDUCATION PROGRAM<br>ATTN: 84.264B<br>U.S. Department of Education<br>Application Control Center<br>600 Independence Avenue, SW 7th & D Streets, SW, Room 3633<br>Washington, DC 20202-4725 |           | REHABILITATION CONTINUING<br>EDUCATION PROGRAM<br>ATTN: 84.264B<br>U.S. Department of Education<br>Application Control Center<br>600 Independence Avenue, SW 7th & D Streets, SW, Room 3633<br>Washington, DC 20202-4725 |

\*Must be received by mail postmarked no later than the closing date indicated on the cover of this kit or hand-delivered by 4:30 p.m. no later than the closing date indicated on the cover of this application kit.

## COMMON QUESTIONS AND ANSWERS

[Below are some examples of Q's & A's that programs may include in their application booklets. Programs may want to add others. Generally speaking, Q's & A's should not repeat information that is given elsewhere in the application. However, there may be exceptions to this "rule of thumb." Q's & A's should not be subregulatory and should not take the place of instructions.]

Q. What happens to my application after it is received in the Department?

A. The Department's Application Control Center receives each application, assigns each an identifying number (PR/Award number), confirms receipt of applications, and sends the applications to the appropriate program office, which screens them for eligibility. The program conducts a peer review of all eligible applications sent to a program competition, ranks them and recommends the highest ranked applications for funding with exceptions as provided by law. The responsible official for the applicable program reviews the program office's recommendations, checks the adequacy of the documentation supporting the recommendations, and approves a final list, or slate, of recommended projects and funding amounts. The final slate is forwarded to Grant and Contract Services, Grants Division, which negotiates the recommendations with the successful applicants and awards the grants.

Q. What happens to my application if the Department finds it to be ineligible?

A. The Department immediately returns an application that does not meet the eligibility criteria for the particular program. A letter from the Department explaining why it is not being reviewed in the competition accompanies the application.

Q. How does the Department review an application?

A. Each application is assessed by knowledgeable persons from outside and sometimes inside the Department who are asked for their judgements about the quality and significance of the proposed project. These persons represent a diversity of disciplines and institutional, regional, and cultural backgrounds. The advice of these experts is compiled by Departmental staff who comment on matters of fact or on significant issues that would otherwise be missing from the review. The results are then presented to the responsible official responsible for the program who approves the recommendations for funding.

Q. What Criteria do the reviewers use when scoring an application?

A. Reviewers score each application using the selection criteria published in the Federal Register as part of the program regulations, which are given [specify

where they can be found in the application package]. Reviewers are instructed to use only the published criteria.

Q. Is a recommended application guaranteed funding?

A. No. Funding is not final until negotiations have been successfully concluded and a grant award notification has been signed by the grants office and mailed to the applicant.

Q. How long does it take the Department to complete the review process?

A. (Describe normal experience with the particular program. Most review processes take from six to eight months.)

Q. How do the invitational, competitive and absolute priorities differ?

A. **Invitational Priority**

The Secretary may simply invite applicants to meet a priority. However, an application that addresses invitational priorities receives no competitive or absolute preference over applications that do not meet this priority.

### **Competitive Priority**

If a program uses weighted selection criteria, the Secretary may award selection points to an application that meets the priority. These points are in addition to any points the application earns under the selection criteria. The notice states the maximum number of additional points that the Secretary may award to applications that meet the priority in a particularly effective way. Or the Secretary may simply select applications that meet the competitive priority over applications of comparable merit that do not meet the priority.

### **Absolute Priority**

Under an absolute priority, the Secretary may select for funding only those applications that meet the priority.

Q. Can changes in the size of subsequent year awards be made after the multi-year budget has been negotiated?

A. Yes, a grantee can renegotiate his or her multi-year budget and may be awarded additional funds if sufficient justification is presented to the Secretary and funds are available. Also, funds can be decreased if it is determined that the multi-year budget was overestimated.

- Q. How will funding continuation decisions be made if the Department is phasing out the use of non-competing continuation applications after fiscal year 1995?
- A. Grantees will be required to complete annual performance reports that describe the projects' accomplishments, evaluations, and finances. These performance reports, along with other information, will be used by the Department to decide whether to continue funding projects.



## OTHER IMPORTANT INFORMATION AND NOTICES

### Executive Order 12372 - Intergovernmental Review

The Education Department General Administrative Regulations (EDGAR), 34 CFR Part 79, pertaining to intergovernmental review of Federal programs, apply to the program(s) included in this application package.

Immediately upon receipt of this notice, all applicants, other than Federally recognized Indian Tribal Governments, must contact the appropriate State Single Point of Contact to find out about, and to comply with, the State's process under Executive Order 12372. Applicants proposing to perform activities in more than one State should contact, immediately upon receipt of this notice, the Single Point of Contact for each State and follow the procedures established in those States under the Executive Order. A list containing the Single Point of Contact for each State is included in the application package for these programs.

In States that have not established a process or chosen a program for review, State, areawide, regional, and local entities may submit comments directly to the Department.

Any State Process Recommendation and other comments submitted by a State Single Point of Contact and any comments from State, areawide, regional, and local entities must be mailed or hand-delivered by the date in the program announcement for Intergovernmental Review to the following address:

The Secretary  
E.O. 12372-CFDA # 84. 264B  
U.S. Department of Education, FOB-10, Room 6123  
600 Independence Ave., S.W.  
Washington, D.C. 20202-0100

In those States that require review for this program, applications are to be submitted simultaneously to the State Review Process and the U.S. Department of Education.

Proof of mailing will be determined on the same basis as applications.

Please note that the above address is not the same address as the one to which the applicant submits its completed application Do not send applications to the above address.

STATE SINGLE POINT OF CONTACT

**ARIZONA**

Ms. Janice Dunn  
Arizona State Clearinghouse  
3800 N. Central Avenue  
Fourteenth Floor  
Phoenix, Arizona 85012  
Telephone (602) 280-1315

**ARKANSAS**

Tracie L. Copeland  
Manager, St. Clearinghouse  
Off. of Intergover. Svcs.  
Dept. of Finance and Admin.  
P.O. Box 3278  
Little Rock, Arkansas 72203  
Telephone (501) 682-1074

**CALIFORNIA**

Glenn Stober  
Grants Coordinator  
Office of Planning & Research  
1400 Tenth Street  
Sacramento, California 95814  
Telephone (916) 323-7480

**COLORADO**

St. of Single Point of Contact  
State Clearinghouse  
Division of Local Government  
1313 Sherman Street , Room 520  
Denver, Colorado 80203  
Telephone (303) 866-2156

**CONNECTICUT**

Mr. William T. Quigg  
Intergov. Review Coordinator  
State Single Point of Contact  
Office of Policy and Management  
Intergov. Policy Div.  
80 Washington Street  
Hartford, Connecticut 06106-4459  
Telephone (203) 566-3410

**INDIANA**

Jean S. Blackwell  
Budget Director  
St. Budget Agency  
212 State House  
Indianapolis, Indiana 46204  
Telephone (317) 232-5610

**IOWA**

Steven R. McCann  
Div. for Comm. Progress  
Iowa Dept. of Economic Devel.  
200 East Grant Avenue  
Des Moines, Iowa 50309  
Telephone (515) 281-3725

**KENTUCKY**

Ronald W. Cook  
Off. of the Governor  
Dept. of Local Government  
1024 Capitol Center Drive  
Frankfort, Kentucky 40601  
Telephone (502) 564-2382

**MAINE**

Joyce Benson

**DELAWARE**

Francine Booth  
State Single Point of Contact  
Executive Department  
Thomas Collins Building  
Dover, Delaware 19903  
Telephone (302) 739-3326

**DISTRICT OF COLUMBIA**

Rodney T. Hallman  
State of Single Point of  
Office of Grants Mgmt & Dev.  
717 14th Street N.W.  
Suite 500  
Washington, D.C. 20005  
Telephone (202) 727-6551

**FLORIDA**

Florida St. Clearinghouse  
Intergov. Affairs Policy Unit  
Exe. Off. of the Governor  
The Capitol  
Tallahassee, Florida 32399-0001  
Telephone (904) 488-8441

**GEORGIA**

Charles H. Badger  
Administrator  
Georgia State Clearinghouse  
254 Washington Street, S.W.  
Room 534 A  
Atlanta, Georgia 30334  
Telephone (404) 656-3855

**ILLINOIS**

Steve Klokkena  
St. Single Point of Contact  
Off. of the Governor  
107 Stratton Building  
Springfield, Illinois 62706  
Telephone (217) 782-1671

**MASSACHUSETTS**

Karen Arone  
St. Clearinghouse  
Exe. Off. of Comm. & Devel.  
100 Cambridge Street, Rm. 1803  
Boston, Massachusetts 02202  
Telephone (617) 727-7001

**MICHIGAN**

Richard S. Pastula  
Director  
Michigan Department of Commerce  
Office of Federal Grants  
P.O. Box 30225  
Lansing, Michigan 48909  
Telephone (517) 373-7356

**MISSISSIPPI**

Cathy Mallette  
Clearinghouse Officer  
Off. of Fed. Grant Mngt. & Reporting  
Dept. of Finance and Admin.  
301 West Pearl Street  
Jackson, Mississippi 39203  
Telephone (601) 949-2174

**MISSOURI**

Lois Pohl

St. Planning Off.  
St. House Station 38  
Augusta, Maine 04333  
Telephone (207) 289-3261

**MARYLAND**

Mary Abrams  
Chief, MD St. Clearinghouse  
Dept. of St. Planning  
301 West Preston Street  
Baltimore, Maryland 21201  
Telephone (301) 225-4490

**NEW HAMPSHIRE**

Jeffery H. Taylor  
Dir. NH Off. of St. Planning  
Attn: Intergov. Review Process  
James E. Bieber  
2 1/2 Beacon Street  
Concord, New Hampshire 03301  
Telephone (603) 271-2155

**NEW JERSEY**

Gregory W. Adkins, Acting Dir.  
Div. of Community Resources  
NJ Dept. of Comm. Affairs

Please direct all correspondence and questions about intergov. review to:  
Andrew J. Jaskolka  
St. Review Process  
Div. of Comm. Resources  
CN 814, Rm. 609  
Trenton, New Jersey 08625-0814  
Telephone (609) 292-9025

**NEW MEXICO**

George Elliott  
Deputy Director  
St. Budget Division  
Rm. 190, Bataan Mem. Building  
Sante Fe, New Mexico 85703  
Telephone (505) 827-3640

Fed. Assistance Clearinghouse  
Off. of Administration  
P.O. Box 809  
Room 430, Truman Building  
Jefferson, Missouri 65102  
Telephone (314) 751-4834

**NEVADA**

Dept. of Admin.  
St. Clearinghouse  
Capitol Complex  
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Section Chief

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Chairman/Director  
Puerto Rico Planning Board  
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**NORTHERN MARIANA ISLANDS**

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Northern Mariana Islands 96950

**VIRGIN ISLANDS**

Jose George  
Director, Office of Management  
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Please direct correspondence to:  
Linda Clarke  
Telephone (809) 774-0750

In accordance with Executive Order #12372, "Intergovernmental Review Process," this listing represents the designated State Single Points of Contact. Upon request, a background document explaining the Executive Order is available. The Office of Management and Budget point of contact for updating this listing is: Donna Rivelli (202) 395-5090. The States not listed no longer participate in the process. These include: Alabama; Alaska; Kansas; Idaho; Louisiana; Minnesota; Montana; Nebraska; Oklahoma; Oregon; Pennsylvania; Virginia; Washington; and Hawaii. This list is based on the most current information provided by the States. Information on any changes or apparent errors should be provided to the Office of Management and Budget and the State in question. Changes to the list will be made only upon formal notification by the State.

**IMPORTANT NOTICE  
TO PROSPECTIVE PARTICIPANTS  
IN THE U.S. DEPARTMENT OF EDUCATION  
CONTRACT AND GRANT PROGRAMS**

**GRANTS**

Applicants for grants from the U.S. Department of Education (ED) have to compete for limited funds.

Deadlines assure all applicants that they will be treated fairly and equally, without last minute haste.

For these reasons, ED must set strict deadlines for grant applications. Prospective applicants can avoid disappointment if they understand that -

Failure to meet a deadline will mean that an application will be  
rejected without any consideration whatever.

The rules, including the deadline, for applying for each grant are published, individually, in the Federal Register. A one-year subscription to the Register may be obtained by sending \$340.00 to: Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402-9371. (Send check or money order only, on cash or stamps.)

The instructions in the federal Register must be followed exactly. Do not accept any other advice you may receive. No ED employee is authorized to extend any deadline published in the Register.

Questions regarding submission of applications may be addressed to:

U.S. Department of Education  
Application Control Center Washington, DC 20202-4725

**CONTRACTS**

Competitive procurement actions undertaken by the ED are governed by the Federal Procurement Regulation and implementing ED Procurement Regulation.

Generally, prospective competitive procurement actions are synopsized in the Commerce Business Daily (CBD). Prospective offerors are therein advised of the nature of the procurement and where to apply for copies of the Request for Proposals (RFP).

Offerors are advised to be guided solely by the contents of the CBD synopsis and the instructions contained in the RFP.

Questions regarding the submission of offers should be addressed to the Contracts Specialist identified on the face page of the RFP.

Offers are judged in competition with other, and failure to conform with any substantive requirements of the RFP will result in rejection of the offer without any consideration whatever.

Do not accept any advice you receive that is contrary to instructions contained in either the CBD synopsis or RFP. No ED employee is authorized to consider a proposal which is non-responsive to the RFP.

A subscription to the CBS is available for \$208.00 per year via second class mailing or \$261.00 per year via first class mailing. Information included in the Federal Acquisition Regulations is contained in Title 48, Code of Federal Regulations, Chapter 1 (\$ 49.00). The foregoing publication may be obtained by sending your check or money order only, no cash or stamps, to:

Superintendent of Documents  
U.S. Government Printing Office  
Washington, DC 20402-93

In an effort to be certain this important information is widely disseminated, this notice is being included in all ED Mail to the public. You may, therefore, receive more than one notice. If you do, we apologize for any annoyance it may cause you.  
ED Form 5548 8/92

REPLACES ED FORM 5548, 6/86 WHICH IS OBSOLETE

#### **GRANT APPLICATION RECEIPT ACKNOWLEDGEMENT**

If you fail to receive the notification of application receipt within fifteen (15) days from the closing date, call:

**U.S. Department of Education  
Coordination and Control Branch  
(202) 708-9495**

#### **EDUCATION BULLETIN BOARDS**

There is now an electronic bulletin board with information about grant and contract opportunities at the U.S. Department of Education. The bulletin board is open to public access. The official version of the documents received from any electronic bulletin board is the version that is published in the Federal Register.

**Bulletin Board Data Number  
(202) 260-9950**